

STATE LIBRARY OF MASSACHUSETTS

ANNUAL REPORT

FOR

FISCAL YEAR 1985

JULY 1984 - JUNE 1985

Annual Report of the Board of Trustees

To the Governor and to the Honorable Senate and House of Representatives in
General Court assembled:

The Trustees of the State Library make this their seventy-fifth annual report for the
fiscal year ending June 30, 1985, under provisions of Chapter 5, Section 37, of the
General Laws (Tercentenary Edition).

Trustees of the State Library
July 1, 1984-June 30, 1985

By Virtue of State Office Held:

William M. Bulger

President of the Senate

Designee: Stephen Mulcahy; John Cronin

Thomas W. McGee;

George Keverian (as of 1/2/85)

Speaker of the House of
Representatives

Designee: Representative Marie J. Parente

Michael Joseph Connolly

The State Secretary

Designee: Dr. Albert H. Whitaker, Jr.

Appointed by the Governor:

Date of Appointment

Frances Faletra

January 14, 1982

87 Ardale Street, Roslindale, MA 02131

E. William Johnson

November 30, 1981

John F. Kennedy Library, Boston, MA 02125

I. Albert Matkov

October 12, 1983

23 Douglas Road, Belmont, MA 02178

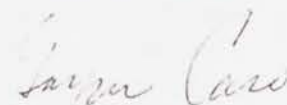
Virginia B. Bernard

December 16, 1982

119 Winona Avenue, Haverhill, MA 01830

E. William Johnson

Chairperson



Gasper Caso
State Librarian

ANNUAL REPORT OF THE STATE LIBRARIAN

July 1, 1984 - June 30, 1985

This year saw planning for renovations to the State House begin to take a turn toward reality with library administrators participating in numerous meetings with the State House Project Office staff. Library concerns center around making sure that our needs for space and a properly functioning facility are met, as well as insuring that the Library's collections are protected during the actual construction process. To aid in this effort, the Field Service Director of the Northeast Document Conservation Center was engaged to do a conservation survey of both the collection and physical plant of the Library. Her subsequent report and recommendations will be used both by library staff and the renovations planners to guide our actions in future years. For the first time, the Library also developed a disaster prevention and preparedness plan to guide staff in responding quickly and appropriately to any physical problems which might threaten the collection.

Planning also went forward to assure that the Library was ready for the move of the State Archives to its new facility at Columbia Point. The Library's Special Collections Department and the Archives now share a reading room in the West Wing of the State House and collections of both institutions are often used in concert by researchers, so careful thought is necessary to guarantee that as much ease of access as possible is still maintained. The Library also began negotiations with the Director of the new Commonwealth Museum at Columbia Point for the display of William Bradford's Of Plimoth Plantation at the Museum. The Bradford manuscript is planned as one of the centerpiece exhibits as the museum opens; its care and security while on loan are of primary concern to the Library and its Board of Trustees.

Collection development and space planning are central to the Library and its role as a research institution. Making sure that all parts of the collection still fit into our collection development plan and meet the needs of our researchers guides decisions on acquisition and retention of materials. During this year, our attention turned to the Library's large collection of foreign documents. These items, acquired through the years as part of an exchange program with other countries, took up a great deal of space and, in our judgment, no longer fit the primary mission of the Library. Therefore, the collection was offered to our Boston Library Consortium partner institutions; documents were transferred to the libraries at Boston College, Boston University and the Massachusetts Institute of Technology, with the majority going to the Boston Public Library. The periodical collection stored at our off-site storage facility, the New England Deposit Library, was also surveyed for its continued usefulness to the Library. Again, titles deemed by the Library book selection committee as no longer of use to us were transferred to various Boston Library Consortium libraries. An inventory of part of the State Library's collection in the 900's (history) was also performed by Technical Services staff; missing items were replaced if possible, and records were adjusted to reflect more accurately the Library's holdings in this part of the collection.

There were several changes in the staff during this fiscal year. As the year began, Margaret Lourie assumed the position of Managerial Specialist I, Head of

Technical Services, bringing to the Library a wide range of experience in cataloging and computer science. Leo McAuliffe was hired in September, 1984 as a Managerial Specialist III, Coordinator of Information Services; Mr. McAuliffe holds both law and library science degrees and has worked at the Social Law Library and the Massachusetts Transportation Library. Kelly McCausland was appointed in September, 1984 to the position of Skilled Helper (Grade 8) in the Technical Services Department and promoted to Grade 10, Senior Library Assistant, during the year. April Loftman was also appointed to the position of Skilled Helper in the Technical Services Department. In February, 1985, Donna Ferullo was hired as a Library Reference Assistant, with responsibilities in reference and government documents. In the summer of 1985, the Serials Librarian, Naomi Golovin, resigned to move out of state. And 1984 ended in sadness with the sudden and untimely death of Martha Harriss on November 23, 1984. Ms. Harriss had worked as a Library Reference Assistant since April, 1984; she will be sorely missed and fondly remembered by her colleagues.

With the introduction in March, 1985, of the Massachusetts Management Accounting and Reporting System (MMARS) and the Personnel Management Information System (PMIS), the Library's administrative functions were computerized and streamlined. Communication with the Comptroller's Office can now be done electronically, and payroll, personnel and vendor information can be maintained and processed much more efficiently. A program was established throughout the state workforce to allow employees the option of flextime for their work schedules. Staff were trained in the new Massachusetts Right-to-Know law (Chapter 111F of the Massachusetts General Laws), which deals with hazardous or toxic substances in the workplace. An employee assistance program was offered for the first time to all state agency employees this year. The Pride in Performance program was established in 1984 to honor employees in each agency who best exemplified high ideals and standards of state service. Selected by her colleagues as the Library's winner during this year was Brenda Howitson, the Special Collections Librarian. Another Library staff member, Mary Micarelli, Senior Library Assistant in Special Collections, was selected as the Library's recipient for the Unit 1 Merit Recognition Award, presented in June, 1985.

Chapter 418 of the Acts of 1984 established the State Library as the official depository for all publications issued by state agencies. In a ceremony held in the Library on March 26, 1985, to celebrate this designation, Governor Michael Dukakis signed this act into law. The law mandates that the Library receive eight copies of each publication of all state agencies; the Library keeps two copies for its collection, one copy is microfilmed by Research Publications, and the remaining copies are sent to the University of Massachusetts/Amherst Library, the Springfield City Library, Worcester Public Library, Boston Public Library and the Library of Congress. Thus widespread citizen access to these important publications is assured.

The Library also celebrated National Library Week in April, 1985, with a program for invited guests featuring Laurence Pizer, Director of the Pilgrim Society in Plymouth. Speaking on Governor William Bradford and his influence and accomplishments, Mr. Pizer brought the Plymouth Colony and its citizens vividly to

life. For this special occasion, the Library also had its greatest treasure, Governor Bradford's journal, Of Plimoth Plantation, on display for guests to view.

As this fiscal year closes, three primary goals have been identified for the next year. The first is to enhance and expand our information services to members of the executive and legislative branches and to the public. Second, we will strive to improve access to and sharing of our information resources through planning for automation of our catalog and through our consortial membership. We also aim to improve coordination among the libraries in other state agencies to achieve greater efficiency and cost savings for state government.

Special Collections Department

The Special Collections Department saw a 12% increase in its users during this fiscal year over the previous year. Planning for the impact of the move of the State Archives to its new facility and for the future renovations to the State House occupied the staff of the Department during much of the year. It is hoped that the building project will produce better environmental conditions in the Library's Vault; storage conditions there seriously endanger the valuable items in the Library's collection. A conservation survey of the Library and its collections was performed by the Field Service Director of the Northeast Document Conservation Center in January, 1985. Recommendations from this survey, it is hoped, will assist the renovation planners, as well as being incorporated into the activities of the Library itself. As a short-term solution to the unsuitable conditions in the Vault, money was requested and obtained in the budget for fiscal year 1986 to rent de-humidifying equipment for the Vault for the summer months; the equipment will be installed in July, 1986.

Increasing knowledge of and access to the Library's historic collections are primary goals of the Department. To that end, eleven manuscript collections were processed and finding aids written during the year by Special Collections staff members. The papers of the Massachusetts Civic League, a private philanthropic organization active in lobbying the Legislature on a variety of civic issues, were among the major collections processed. The Library has entered into an agreement with Chadwyck-Healey, Inc., a commercial publisher, to microfilm the finding aids to its collections for inclusion in the National Inventory of Documentary Sources in the United States; researchers will thus be able to learn about the Library's manuscript holdings without first having to visit the Library. The staff continued to supply data about the Library's holdings of materials printed before 1800 in Great Britain and North America to two world-wide bibliographic projects. Almost 1100 entries were submitted to the 18th Century Short Title Catalogue and the North American Imprints Program during the year. Through these projects, information about the Library's holdings of historical materials will be extended to a wide variety of users.

A member of the cataloging staff, Ann Marie Matchett, was assigned to catalog Special Collections materials for a few hours each week, greatly increasing the number of such items which could be made available for use. A large collection of Sanborn fire insurance atlases, received from the New Hampshire State Library, was cataloged and is receiving heavy use. Another collection, of law treatises and reports in English and Latin from the 17th and 18th centuries, was also added to the Library's catalog for the first time. Other materials in a variety of formats, including maps, atlases, manuscript collections and realia, were cataloged by Ms. Matchett during the year.

The Special Collections Librarian represents the Library at the Rare Books/Special Collections and Preservation Committees of the Boston Library Consortium. Staff of the department contribute to Megasource, the Library's bimonthly newsletter. Two workshops attended during the year helped to increase staff skills: "Ark Building for Librarians: How to Salvage Books after a Flood," sponsored by the Worcester Area Cooperating Libraries and "Library Preservation:

Implementing Programs," held in Washington, D.C., and sponsored by the American Library Association, both addressed areas of concern to the State Library.

The year has been a busy and active one, with new projects begun and planning for the future undertaken. The staff of the Department looks forward to serving an increasing number of researchers during the next year and to helping the Department achieve greater visibility within the Library and the community of users.

Technical Services Department

Computerization of library functions was extended this year with the purchase of an IBM XT personal computer for the Library. Before this, only the cataloging of library materials had benefited from the use of a computerized system. Located in Technical Services, the new computer is used by staff in all departments for word processing, database management, and spreadsheet applications. Its use is steadily increasing as staff begins to appreciate the ease with which work can be done in contrast to the use of the typewriter. A second terminal was also purchased to access OCLC, the Library's on-line cataloging utility. The Technical Services staff also began to plan for the automation of the Library's catalog, with discussions being initiated with the staff at the state's Office of Management Information Systems. After considerable exploration with OMIS about their possible role in the project, it was decided that another solution must be sought; the possibility of purchasing a system from a library automation vendor is now being considered. State Library staff also investigated a cooperative automated cataloging project for federal documents with Tufts University, reaching the conclusion that this type of project should be dealt with by the entire membership of the Boston Library Consortium. Investigations are also underway to explore the possibility of coordinating automation planning at the libraries of various state agencies. A working committee has been established and a survey has been sent to agency libraries to learn of automation planning among them.

An inventory of the Library's history collection (973 and 974) was undertaken in the summer of 1985. The last inventory done in the library appears to have been in the 1930's, so much work needed to be done in this area. The inventory serves several purposes; it identifies missing volumes, locates volumes which may inadvertently have been misshelved, identifies volumes in need of repair, and assures that the Library's information about its holdings is accurate. It is also necessary to undertake an inventory process as planning goes forward for an on-line catalog and the retrospective conversion of library records which would accompany this project. An accurate reflection of Library holdings is necessary to avoid entering items into the database which are no longer present in the Library's collection.

The Technical Services work area, awkward at best, was physically rearranged this year to improve workflow and maximize use of existing space. Under the direction of the new Chief of Technical Services, continuing education of the staff in the cataloging department and adherence to national cataloging standards were established as priorities within the department. The Library's commitment to conforming to current cataloging standards was re-affirmed, and weekly meetings were established with the Chief of Technical Services and the cataloging staff to discuss issues and problems and to learn about new developments in the cataloging process. The Library is also committed to meeting the national cataloging standards required for participation in contributing to the OCLC database. The vast majority of records for Massachusetts state agency publications which the State Library inputs to OCLC are new to the database; adherence to standards is important to maintain the integrity of the database.

The project to catalog materials for other state agency libraries was discontinued by the State Library this year. This effort had put too great a strain on

the small Technical Services staff and had resulted in our own materials being neglected. Attention of the cataloging staff turned to work with some of our Special Collections materials resulting in several collections being made available for use which had previously been uncataloged. A collection of 17th and 18th century law treatises, in English and Latin, was cataloged for the first time. Also, the Library's collection of 250-plus scrapbooks of political memorabilia and commentary was entered into the OCLC database. A considerable amount of work was done to establish name authority records for the many state agencies whose publications are reflected in the Library's collection; reference cards giving a brief history of each agency were produced and filed in the Library's card catalog. These cards are an invaluable resource for users to guide them in their search for state documents.

In May, 1985, the Library began to input records into the Boston Library Consortium's Union List of Serials, online through dial-up access to the Faxon Company. With this new system, it is hoped that less time and money will be spent in serials control, as well as giving more up-to-date information about the Library's serial holdings. The Consortium's Union List Committee, of which the Serials Librarian served as Chair during FY85, is presently exploring two PC-based serials control systems, one from OCLC and the other, Microlinx, available from Faxon.

The exchange program in which Massachusetts state documents of various sorts are sent to other libraries across the country in exchange for documents from other states has been reorganized; many of the documents are now sent out directly from the State Bookstore. At the same time, libraries continue to cancel their exchange agreements with us, making it necessary within the next year to evaluate the exchange program for its continued usefulness to all of the partners.

As the new fiscal year begins, the staff in the Technical Services Department will continue to explore ways in which automation can be used to increase productivity and enhance service to library users. Of special interest will be exploring ways to automate the acquisitions process for the library, as well as continuing the discussions with other agency libraries about cooperative automation projects. Training for library staff in using computer-based applications will also be a priority for the Department.

Statistical Report

Use Statistics

Number of information/reference requests, all departments	44,929
Number of materials used	12,102
Number of materials circulated	3,118

Interlibrary loan

Books loaned by State Library	435
Photocopied pages supplied by State Library	3,591
Materials borrowed by State Library	203

Technical Services/Cataloging

Number of titles cataloged	2,132
Number of serial issues received	6,346
Number of serial issues withdrawn	3,186

Library Collections

Volumes added during year	6,821
Volumes withdrawn during year	289
Total of increase to collection	6,532
Number of monographs purchased	246
Number of federal documents received	7,671
Number of state documents received	910

Conservation of Library Materials

Number of items receiving in-house treatment	498
Total number of materials in Library as of June 30, 1985 (All formats)	1,104,630

